



**Cemetery Board
Regular Meeting
February 10, 2026 - 2:00 PM
Cemetery Office, Arrangement Room**

MINUTES

CALL TO ORDER

- The Cemetery Board meeting of Tuesday, February 10th, 2026 was called to order by Judi Roland at 2:00pm.

PUBLIC PARTICIPATION

- There was no public participation.

ROLL CALL

- Members present: Judi Roland, Bridget Jones, Jeanne Hicks, Tim Pierce and Robert Rakos
- Staff present: Immer Chevalier and April Shank Cerio

AGENDA MODIFICATIONS

- There were no modifications to the agenda.

PUBLIC COMMENT

- There were no public comments.

APPROVAL OF MINUTES

A. Review of Minutes — Minutes from Meeting on October 14th, 2025

- Minutes from meeting on October 14th, 2025 were reviewed, no corrections or additions were made and was unanimously passed to approve as printed.

UNFINISHED BUSINESS

A. 10th Addition Project Construction Update

- The new 10th addition construction finished at the end of October 2025. Raking rocks, installing irrigation lines and hydroseeding was completed. This Spring, another round of hydroseeding will be needed. Then plotting can take place. The cemetery is hoping to be able to sell in the area Fall 2026. There are some water issues that will also need to be addressed.

B. Approved New John Deere Gator

- The approved new John Deere Gator should be arriving to M&O in mid-February and delivered to the cemetery by March. With taxes this was \$18,000.00. It is a diesel HPX815E and will be part of the City fleet so the city will do all the maintenance.

C. Lakehaven Utility District Bills

- The cemetery water budget for 2025 was \$78,000 and \$92,000 was spent overall. The last bills of the year were looked over and there were no leaks detected. It was a very dry 2025 summer and the water was constantly on. With the new 10th addition, more water will be used in the near future. The budget for 2026 is around \$79,500. Hopefully there will be no need for a budget amendment. If so, the finance dept. is always good at helping with this.
- Question from the board - Would the cemetery have to stop watering due to high water costs? Not having green grass is not an option right now.

NEW BUSINESS

A. Seasonal Employment

- The cemetery is looking into hiring two seasonal workers. With the new ForestWalk III area, there is much more debris clean up and weeding all around the cemetery. Full-time staff are busy with services, so this help is needed during the Spring/Summer months.

B. Tree Removal

- Two Big Leaf maple trees in the 1st and 2nd additions were very old, decaying and unsafe. The cemetery hired a Tree company for the removal. A crane was used as these trees were massive. This was completed in January 2026 and cost roughly \$12,000. Cemetery funds from 2025 were budgeted and used for this.

C. ForestWalk III Pond Issues

- The new ForestWalk III pond is continuing to have problems with losing water. The contractor has been out previously and removed all the rocks to replace the liner. It is a two-piece liner, and it's believed the water is escaping in between where the two pieces meet. The contractor will be coming back out to take a look. Since it's over one year now, it is no longer under warranty.
- Question from the board - How many gallons of water is the pond? 400 gallons and the water is down 50% after a couple of days. The pond is off right now.

D. Holiday Wreaths Sale

- Cemetery staff have been making Holiday wreaths for many, many years. These are made from branches from around the cemetery and recycled holiday decorations from the previous year. 2025 sold a record of 28 wreaths. The funds are donated to the Auburn Food Bank or local charity.

E. New John Deere Mower

- A new John Deere mower was approved a couple of years ago. It should be arriving in April this year. This one will replace an older mower that still works, so the cemetery will keep that one as a back-up. The new one will be part of the fleet so the maintenance will be handled by the City.

ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

A. Budget Update - October-December 2025, January 2026

- October-December 2025 sales were fairly consistent. The overall sales for the year set a record. Placements were up about 4%, however marker sales were down.
- January 2026 saw a 55% increase in revenue from the previous month. Typically, January is a slower month, but this January was busy. The new pond Upright area opened, and the cemetery has sold a few plots and these are \$14,000 each, so that contributed to the high sales.

2025 Cemetery Sales	October	November	December	Year Totals
Month-To-Date Receipts	\$176,394.71	\$154,256.67	\$173,588.06	\$2,242,363.10
Ground Plots	13	13	10	173
Cremation Plots	2	2		38

Niches	7	5	4	56
ForestWalk Ossuary			1	3
Extended Land Use	2	4	2	20
Markers	10	6	10	130

Graves	15	15	10	211
Markers	10	6	10	130
Niches	7	5	5	59

Total Placements	29	22	21	283	100%
Cremation	15	14	14	143	51%
Ground Burial	14	8	7	140	49%

Cemetery Sales 2026	January
Month-To-Date Receipts	\$266,444.51
Ground Plots	21
Cremation Plots	1
Niches	8
ForestWalk Ossuary	2
Extended Land Use	2
Markers	12

Graves	22
Markers	12
Niches	10

Total Placements	30
Cremation	16
Ground Burial	14

- Question from the board - Was the higher overall revenue in 2025 due to price increases? Prices did increase some for 2025, so this could be a factor. For 2026, there were not many increases. Prices will need to increase in 2027 due to operational expenses and the union has their own increases which will have a big impact.

DISCUSSION ITEMS

A. Manual of Policies and Procedures — Section 1000, Subject 200, Title 20

- The manual of policies and procedures for the cemetery is in the process of being updated. As sections are updated, they will be presented to the board for review. This first section 1000, subject 200 Boards, title 20 had changes which included the verbiage of meetings being every even month, held virtually, public participation language and the order of business. No additional changes were suggested by the board to this update. Once the whole manual has been updated, the board will vote on the updated version as a whole.

B. Updated Definition of Japanese American Descendants for Pioneer Cemetery

- Section 3000, subject 100 Facilities use, title 10 was updated with the definition of Japanese American descendants related to the Auburn Pioneer Cemetery. A family contacted the cemetery to inquire if they could be buried at the cemetery as there are guidelines for this and clarity was needed. There must be a direct lineage to someone already buried at the cemetery. This update first went through the White River Temple board for the new verbiage and was approved as they hold the Master Plan. No additional changes were suggested by the cemetery board to this update. Once the whole manual has been updated, the board will vote on the updated version as a whole.

C. Marker Policy Review

- The Marker policy was last reviewed by the board on April 8th, 2025. Changes were briefly brought up in the October 2025 meeting. Minimal updates have been made to include adding to #9 - Refer to the outside Marker Sales Policy which will be a new policy. Adding to #10 - Settings will be coordinated by the cemetery and under the Upright Section - Adding ledgers to the exclusion line. No additional changes were suggested.

D. Outside Marker Policy Review

- The new Outside Marker Policy was created and first presented to the board in the October 2025 meeting. The suggested changes were to have it say Online/Non-Local Orders and add verbiage to the bottom about acceptance and delivery which was reviewed and approved by Legal. No additional changes

were suggested.

SCHEDULE FOR UPCOMING MEETINGS

A. Next Meeting — Tuesday, April 14th, 2026 at 2:00 p.m.

ADJOURNMENT

- There being no further business to come before the Board, the meeting was adjourned by Judi Roland at 2:59pm.

APPROVED this ____ day of _____, 2026

Prepared By: April Shank Cerio, Cemetery Administrative Specialist

Approved By: Judi Roland, Chairperson